

Clerical and Office Branch  
Purchasing and Stores Group  
Material Control Series

**E.P.W.U. MATERIALS CONTROL TECHNICIAN**

09/95 (SAC)

*Summary*

Under general supervision, supervise and participate in one or more functions related to the control of inventories of nonexpendable property and equipment.

*Typical Duties*

Receive, store and issues materials and supplies and perform inventory control activities. Involves: verifying items received against invoice; overseeing proper storage of materials; supervising issuance and delivery of materials; maintaining fixed asset inventory control data base; assigning and affixing inventory numbers; conducting scheduled and unscheduled physical audits of inventories and investigating discrepancies; arranges for transfer of property to the disposal of worn, obsolete and surplus property and equipment; supplying lists of property and equipment as requested.

Audit usage of construction equipment and materials during work-in-process of water and sewer systems or comparable capital construction projects. Involves: monitoring warehouse issue and progress reports of construction; conducting scheduled and unscheduled field audits to verify materials are accounted for; preparing monthly material usage reports.

Coordinate radio, pager, and cellular phone system services. Involves: maintaining lease on repeater sites; preparing bid specifications for equipment and maintenance contracts; processing monthly billing; participating in writing specifications and requests for proposals in conjunction with purchasing staff; maintaining records on employee assignment of equipment.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; recommending changes in policies to departmental management; preparing reports, as required.

*Minimum Qualifications*

Training and Experience: Graduation from high school and four years of progressively responsible experience in store keeping and inventory control work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: inventory maintenance and control practices and procedures. Good knowledge of: computerized inventory control systems; office practices and procedures; safe working practices and procedures; statutory requirements of property management. Some knowledge of supervisory techniques.

Ability to: accurately count and record inventory items; develop and maintain record keeping and inventory system; recognize damaged or defective property and equipment; maintain records and prepare reports; establish and maintain effective working relationships with fellow employees and vendors.

Skill in the operation of personal computers.

*Physical Requirements:* Occasionally required to move objects weighing up to 75 pounds.

*Licenses and Certificates:* Texas Class "C" Driver's License.

---

Director of Personnel

---

Department Head